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86-1564

10 September 1986

NOTE FOR: DA Senior Secretaries

STAT FROM: [redacted]
Secretary to the DDA

STAT SUBJECT: Briefing by [redacted]

STAT [redacted] Special Assistant to the DCI, will give a briefing about "Life on the 7th Floor" on Thursday, 2 October 1986, from
STAT 3:30 - 5:00 p.m. [redacted] This briefing is keyed to Level 03 and Level 04 secretaries; however, if there are some Level 02 secretaries who might be interested, I think they should be freed up from their duties to participate. This is a secretarial briefing which will go into the DCI's style, work atmosphere, experience, expectations, etc., which are required of secretarial positions on the 7th floor. I think you will find her briefing very interesting and I would appreciate it if you could encourage participation. Since the OL Conference Room has a limiting capacity of 60, please provide me with a count of your attendees by 30 September 1986 so that I can see if a second scheduling will be necessary. Thanks for your assistance. See you at the briefing.

STAT [redacted]

STAT ORIG:O/DDA [redacted] be
Distribution:
1 - DA Senior Secretaries OC, OF, OIS, OIT, OL, OMS, OP, OS, OTE
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DDA REGISTRY
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